

Opening Date: January 10, 2011

Closing Date: January 24, 2011

JOB OPPORTUNITY BULLETIN
MISSOURI STATE HIGHWAY PATROL
CRIMINAL JUSTICE INFORMATION SERVICES DIVISION

TITLE: Clerk Typist II or III

LOCATION: General Headquarters
Jefferson City, Missouri

FACILITATOR: Amanda Renn
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DESCRIPTION: This Clerk Typist II or III position is assigned to the Missouri State Highway Patrol's Criminal Justice Information Services Division. The official domicile for this position is Jefferson City, Missouri. This position is classified as non-exempt under the Fair Labor Standards Act.

POSITION SUMMARY: This is a responsible position where the employee serves as timekeeper and receptionist for the division. This individual must be dependable, professional, and extremely accurate. An employee in this position performs skilled typing and clerical work. Independent judgment is expected in the performance of routine duties. Work is performed independently within the framework of rules and procedures; however, deviations from established procedures are normally cleared with a supervisor. Work varies according to daily assignments such as typing; selecting appropriate form letters; performing timekeeper functions; preparing notary letters and serving as a Notary Public for the division; sending, receiving, and routing facsimile documents; creating charts, graphics, and spreadsheets; opening, sorting, and distributing mail; communicating with the public by telephone or in person; processing outgoing mail for the division and maintaining inventory of supplies for the division. This employee is expected to exercise discretion in handling sensitive and confidential information. Duties may include serving as a lead worker in the section and providing technical guidance in the supervisor's absence. This employee also assists and fills in for the division Clerk IV as needed. Ordinarily, this employee plans and organizes the work to be accomplished each day and ensures it is carried through to completion; however, a supervisor reviews significant departures from standard policies or procedures.

(For a more detailed job description go to:

<http://www.mshp.dps.missouri.gov/MSHPWeb/PatrolDivisions/HRD/Civilian/CivilianJobDescriptions/salarySchedule.html>.)

QUALIFICATIONS: **Clerk Typist II:** Graduation from high school or possess a GED **AND** possess at least one year experience as a Clerk Typist I or comparable experience. **Clerk Typist III:** Graduation from high school or possess a GED **AND** possess at least two years experience as a Clerk Typist II or comparable experience. All applicants must possess the ability to type 40 words per minute with 10 or less errors.

SALARY RANGE (Semi-monthly) The minimum starting salary for a Clerk Typist II is \$890.50 and for a Clerk Typist III is \$991.50; however salary will be commensurate with applicable experience and education.

APPLICATION PROCEDURE: Individuals interested in this Clerk Typist position **must submit** the Patrol's on-line application **and take a typing test** (<http://mshp-hrd.AssessTyping.com>) prior to the application deadline of January 24, 2011. Resumes will not be accepted in lieu of the application. Please visit our website at www.mshp.dps.mo.gov to complete an **on-line** Application for Civilian Employment (ACE). A typing test score of 40 wpm w/ 10 or less errors must be achieved to be considered for the position of Clerk Typist.

Individuals who have completed a paper application for a position within the last twelve months must complete a new on-line application in the ACE system.

Current Patrol employees who meet the minimum qualifications may apply through the Human Resources Division by submitting an intradepartmental letter of application and resume through channels prior to the application deadline.

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Interview boards are tentatively scheduled for the week of February 7, 2011. The tentative start date for these positions is within 30 days of the interview.

Some Patrol duties relate to criminal activity. Therefore, employees may be exposed to written material, photographs, and/or verbal language of a sexual nature. The requirements of this position are not intended to create a hostile work environment; however, it is work of an extremely sensitive nature. A copy of the Missouri State Highway Patrol policy on sexual harassment is available upon request.

NOTE: Final selection may be based upon several factors, e.g., results of an oral interview, written examination or exercise, review of past work performance, performance evaluations and/or candidate's possession of the knowledge, skills and abilities deemed necessary for successful performance in the job.

Once a job offer has been made, employment with the Missouri State Highway Patrol is contingent upon the successful results of a Patrol administered drug test and favorable background investigation.

EEO STATEMENT: The Missouri State Highway Patrol is an equal opportunity employer. All qualified applicants will be considered for employment without regard to race, color, religion, sex, national origin, age, disability status, or any other non-merit factor.

*****Missouri State Highway Patrol***
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